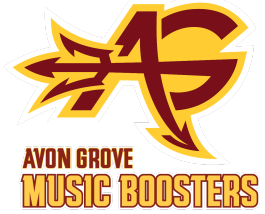


# Avon Grove Instrumental Music Boosters



Parent and General Meeting Minutes

October 8, 2025 at 6:30 pm, AGMS Cafeteria

<https://www.agimba.org/>

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## Attendees

Officers: Wendy Feller, Matthew Miller, Shailendra Pendse, Tascha Peterman, Susan Burns

Directors: Kyle Christy

Members: Amy Brunnuell, Brian Burns, Jason Feller, Matt Griffith, Michael Hill, Kate Kemelis, Harmony Laughlin, Brian O'Neill, Eric Peterman, Bob Ruddy, Elizabeth Schiebe, Jess Wolf

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## Call to Order

President Wendy Feller called the meeting to order at 6:33 p.m.

## Minutes

September minutes were approved.

## Director's and District Reports

- Lighting for the Engle Education Center parking lot - Kyle contacted United Rentals for an additional light unit, but they do not have any. Wendy shared information about Knox Equipment rental, including a quote as a possibility, Kyle will look into it. Ultimately, permanent lighting will be installed in the parking lot and Mr. Davino will be able to turn on the lighting.
- Trunk-or-Treat - our request to use the MS parking lot for trunk-or-treat. Kyle reserved the portion of the parking lot closest to the storage room.
- Senior night - a form and map was sent to Mr. Davino. Kyle will forward the email to Wendy with the senior night details.
- Tascha expressed appreciation for Kyle always being present at activities and events. The membership agreed.
- Homecoming - the District Moving forward, the plan for homecoming will continue to include a Friday night game, with other events on Saturday. There will likely be changes to the grand marshal ceremony on Saturday, perhaps moving it from the stadium to the parking lot near the booths.
- The business office and superintendent backed the request to waive the table fee for homecoming booths.

## Music Department Directors Reports

- Mrs. Umile - those who are auditioning for PMEA this year should ensure 1) they have notified their director - it is our responsibility to register students and 2) have begun working on the requirements. We live in a very competitive district and want to ensure those auditioning are prepared. Any questions about PMEA auditions, the process, etc., please do not hesitate to reach out to any of the music department directors.
- Michelle - shout out to our prop builders for all their hard work.

## Treasurer's Report

Wendy gave a shout out to Matt for coordinating the marching band spiritwear sales at home football games!

### October Financial Report

#### Financial Transactions

September total monthly expenses - \$20,733.69

- \$1,180.55 – Chk 2475 Fry trailer repair and supplies
- \$1,046.13 – Chk 2476 Fry sales food
- \$3,593.90 – Chk 2484 Truck maintenance
- \$2,240.00 – Boyertown Football start up cash
- \$2,240.00 – Downingtown West Football start up cash
- \$2,240.00 – Coatesville Football start up cash
- \$1,120.00 – Homecoming booth start up cash

September total monthly Income - \$31,329.99

- \$1,840.53 – Penn Wood game Square card deposit
- \$4,484.00 – Penn Wood game Bank deposit
- \$1,953.37 – Boyertown game Square card deposit
- \$4,667.00 – Boyertown game Bank deposit
- \$1,491.95 – Donation deposits
- \$2,417.45 – Downingtown game Square card deposit
- \$4,537.00 – Downingtown game Bank deposit
- \$3,340.61 – Homecoming Square deposit
- \$5,651.00 – Homecoming Bank deposit

#### Fundraising

- Fry trailer
  - o Downingtown Game 9/19 raised \$2452
  - o Coatesville Game 9/26 raised \$3326
- Spirit Wear Booth
  - o Downingtown Game raised \$64
  - o Coatesville Game raised \$59
- Homecoming Booth
  - o Raised \$1884

#### Budget review.

- Marching Band:
  - o Budgeted for a **Loss** of \$11,137
  - o Net actual **Profit** of \$2,976
  - o Resulting in a **positive** variance of \$14,113
  - o This is primarily due to significantly lower spend than expected as well as higher student enrollment
- Band Camp:
  - o Budgeted for a **Loss** of \$800
  - o Net actual **Loss** of \$610
  - o Resulting in a **Positive** variance of \$190

- 🏠 Signup Night
  - o Budgeted for a **Loss** of \$150
  - o Net actual **Loss** of \$312
  - o Resulting in **Negative** variance of \$162
  
- 🏠 Marching Band Banquet
  - o Budgeted for a **Loss** of \$300
  - o Actual – TBD
  - o Variance – TBD
  
- 🏠 Fry Trailer
  - o Budgeted for a **Profit** of \$16600
  - o Net actual **Profit** of \$16,463
  - o Resulting in a **Positive** variance of \$137 lower than expected
  - o Additional profits anticipated this week and outstanding expenses AGSD Food

#### Services

- 🏠 Spirit Wear
  - o Budgeted for a Profit of \$0
  - o Net actual **Profit** of \$327
  
- 🏠 Homecoming
  - o Budgeted for a **Profit** of \$200
  - o Net actual **Profit** of \$1884
  - o Resulting in a **Positive** variance of \$1,684 much higher than expected
  - o Majority of profits realized from basket raffle
  
- 🏠 Santa Breakfast
  - o Budgeted for a **Profit** of \$8,250
  - o Net Actual **Profit** of \$1,250
  - o Resulting in a **Negative** variance of \$7,000 less than expected
  - o Program is just starting with 6 program donations
  
- 🏠 Donations
  - o Budgeted for a **Profit** of \$2,000
  - o Net Actual **Profit** of \$4,302
  - o Resulting in a **Positive** variance of \$2,302
  - o Significant portion attributed to the sale of the golf cart
  
- 🏠 Operations
  - o Budgeted for a **Loss** of \$6,500
  - o Net Actual **Loss** of \$7,555
  - o Resulting in a **Negative** of \$1,055
  - o Main expenses related to Insurance and taxes
  
- 🏠 Equipment
  - o Budgeted for a **Loss** of \$9,000
  - o Net Actual **Profit** of \$4,099
  - o Resulting in a **Positive** of \$4,901
  - o Primary contributor was truck maintenance
  
- 🏠 Overall YTD
  - o Budgeted for a **Loss** of \$4,454
  - o Net actual **Loss** of \$4,228
  - o Resulting in a **Positive** variance of \$226

## Truck Status:

- Operational though still waiting on back ordered part

## Financial Processing

- Form is located on the website and can be downloaded, it can be submitted in hard copy or electronic format
- Form walk through - please complete all of the fields and include the reason for expense
- What is reimbursable - if you have an expense related to marching band then you can submit a reimbursement form
- Timeframe to process - typical turnaround time is 2 - 4 weeks

## Payments

- Payments made to AGIMBA are to be made out to AGIMBA or Avon Grove Instrumental Music Boosters Association
- Payment submissions can be done through
  - o electronic fund transfers through our bank Truist
  - o electronic fund transfers through Intuit Quickbooks
  - o credit card payments through AGIMBA's Square devices (terminals, POS, and website) and account
  - o checks
  - o cash
- Physical payments
  - o In person are to be done through Square devices or cashboxes
  - o Mailed in payments are to be received at AGIMBA's physical mailing address which is AGHS, 10 Waltman Way, West Grove, PA 19390

## Old Business

- Wendy gave a shout out to Kate and Amy for the homecoming booth planning and to the Fundraising Committee for the raffle baskets!
- **Homecoming recap** -
  - Raffle baskets were successful, Kate gave a shout out to the fundraising committee for their work on the baskets. There were requests made to the booth volunteers for advance online raffle ticket sales next year. There should be a space saved on the table for people to fill out raffle tickets.
  - Kate recommends revisiting the idea of selling the fries at the booth, sales were low. Two thoughts - we need a way to ensure people understand that there are hot fries, the ones out were for show and may have been misleading. There was discussion about potentially selling them from the fry trailer. The baskets took up most of the table space, it made it difficult to spotlight the fries.
  - The boba tea was a fun item, but it may not be worth the effort. The top profit we can earn is \$100. Could be that it was a new item and people didn't know it was there. Once the teens arrived, it was more popular.
  - For each of the items we need to decide if this is a fundraiser or a community event to highlight the event. For example, is it worth the time and effort to sell the fries, etc. for what we earn.
  - Is there a way we can include the band students after the parade is over, similar to how they played during "Name that Tune" last year. Could there be something to explore instruments and color guard equipment?
- **Middle School Band Night** - 30 Middle school students came and cover stands etiquette and practice lining up. There should be clear communication to ensure that the

middle school students are interspersed with the MB students. The student leaders did a good job of managing this and reorganizing when they arrived.

- **Volunteer Status/Updates**
  - All marching band sign up genius links are on the AGIMBA website and are live. <https://www.agimba.org/ways-to-volunteer.html>
  - 57 unique volunteers
  - Most frequent volunteer, Tascha, volunteered for 26 slots.
- **Senior Night (10/17)**
  - Wendy will hand out flowers and cards of appreciation to the parents. Senior night is starting at 6:30. Kennett band performance is at 6:20. Senior ceremony begins at 6:30. Liz is available to take pictures if needed and can be on standby. There will be a student tunnel (cheerleaders and marching band) that they will walk through.
- **Policy Committee**
  - Bylaw revision vote approved with effective date of 1/1/2026
  - Student Account Procedures - we will need to finalize a policy on this as it was covered in the previous bylaws. A copy of the current draft was shared. Susan will meet with Matt and Eric to discuss this policy and how it connects to RaiseRight. If anyone is interested in participating in this conversation, let Susan know.

## **New Business**

- **Friends and Family - 10/25 at 3 p.m.**
  - Confirmed - rehearsal in the morning first, then will have the friends and family event. There is a facebook post
  - Fundraising committee is working to get a coffee truck.
- **Trunk-or-Treat: 10/29 at 8:30 p.m.**
  - Kyle has confirmed this, Wendy is awaiting confirmation from Mr. Davino so they can end a little early and the kids can come around to the cars by 8:45.
  - Jason will cordon off the area in the parking lot for the event.
  - Discussion about the need for a sign up genius, it was decided that it wasn't needed.
- **States/Nationals**
  - Treats - last year we handed out dum dums to wish the kids luck with a cute saying on them. Think about treat ideas.
  - Volunteer passes for Nationals - we only had 5 chaperone and 10 field passes. We requested an additional chaperone pass. Wanted to ensure that 10 field passes will work. 10 is sufficient.
  - Anything else? We usually get tickets in advance for presale tickets, we need to ensure communication about that. Matt will set square up for the payments. Probably 20 for states and 40 for nationals. We have sold them at the Friends and Family event in the past. 50% comes back to us. Mr. Davino can ask for more if we sell out.
- **Indoor Guard and Percussion Interest Meetings - committee meeting in November**

- Will plan a first committee meeting for end of November. If you are interested in joining the committees let Wendy know. Eric is our chair.

## Committee Reports

- **Band Banquet -**

- 11/19 is not going to work. Mr. Davino proposed 11/17. There are many conflicts that week and the week before. The only conflict is PLES and AGIS parent conferences. Liz offered to help because Laura cannot be there on that date. Slide show will be during the meal.
- Senior gift - someone will need to take this one. Liz can get a picture of the band and include the colorguard.
- Selfie station - use the backdrops for this (3 of them)
- Pot luck - main courses - salads - desserts, etc.
- Brian O'Neill can go to the restaurant depot if needed
- Last year had 167 people.

- **SCRIP - SCRIP REPORT** for orders placed between 9/1/2025 - 9/30/2025

- 14 families placed Gift Card orders during this time period.
- Total earned in Scrip rebates was \$525.07.
- Boosters made \$262.53, with no shipping expenses. \$262.54 went to student accounts.
- Total income for Fiscal Year (July 1, 2025 to June 30, 2026): \$1285.33, which is split between Boosters and student accounts.
- Total expenses for Fiscal Year: \$0shipping/ \$0 supplies (comes off booster rebates earned)

- **Fry Trailer -**

- Shout out to Brian Burns, Brian O'Neill, Serafina, Matt, Bob, Jenny, and Raul.
- Brian will help with the initial set up, but will need help- Matt can help. Jason won't be there.
- 19432 YTD revenue, 6650 costs 12780 net, this includes projected expenses for which we haven't been invoiced. Will be slightly over projection for expense to cost ratio
- Net surplus projection roughly 165000
- We have a 75% margin, which is good. We have 24 volunteer slots every game and need them to be successful - 400 orders of fries and 200 burgers. Could not do it without everyone.
- Tascha gave a

- **Spiritwear - Holiday Sale**

- 11/1 - around 11/23 for the holidays.
- Will have the same items as before, minus the jacket as it didn't work out as planned.

**Next Meeting:** Monday, November 10, 2025 at 6:30 pm in the AGHS Cafeteria - meetings are open to all families with students participating in music programs.

**Meeting adjourned:** 8:06 p.m.

<b>AGIMBA Executive Committee</b>		
<b>ROLE</b>	<b>NAME</b>	<b>EMAIL</b>
President	Wendy Feller	agimba.pres@gmail.com
Vice President	Tascha Peterman	agimba.vicepres@gmail.com
Secretary	Susan Burns	agimba.sec@gmail.com
Treasurer	Matt Miller	agimba.tres@gmail.com
Assistant Treasurer	Shailendra Pendse	agimba.tres@gmail.com
<b>Committee Chairs</b>		
Communications	Bob Ruddy	agimba.comms@gmail.com
Website	Eric Peterman	crazekayakr@gmail.com
Homecoming	Drum Major Parents	rachelkarnes@hotmail.com
Band Camp	Wendy Feller	agimba.pres@gmail.com
Band Banquet	Jess Wolf and Laura Chrobak	
Devil Fry Trailer	Jason Feller	jason.r.feller@gmail.com
	Brian Burns	bmburns@hotmail.com
Santa Breakfast	Wendy Feller	agimba.pres@gmail.com
Fundraising	Wendy and Jason Feller	agimba.pres@gmail.com
Raiseright/SCRIP	Eric Peterman	crazekayakr@gmail.com
Volunteer Coordinator	Julie Weaver	valjul@verizon.net
Spiritwear	Natalie Campbell	ndcvmd98@gmail.com
Uniforms Manager	Poorva Pendse	pendse.poorva@gmail.com
Show Props	Michael Hill	Myshadow70@gmail.com
Indoor Guard & Percussion Shows	Wendy Feller	agimba.pres@gmail.com
	Eric Peterman	crazekayakr@gmail.com
Jazz Night	Val and Julie Weaver	valjul@verizon.net
MB Commitment Night	Wendy Feller	agimba.pres@gmail.com

	Susan Burns	4susanburns@gmail.com
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